



City Secretary's Office
City of Frisco, Texas

Memorandum

To: Honorable Mayor Maso and Members of the Frisco City Council

Cc: George A. Purefoy, City Manager

From: Jenny Page

Date: 09/03/2009

Agenda Caption: Consider and act upon adoption of a Resolution authorizing the City Secretary to designate Estela Barrera and/or Angela Lunsford to act on behalf of the City Secretary in her absence by performing the duties of City Secretary. (CSO/JP)

Action Requested: Consider and act upon adoption of a Resolution authorizing the City Secretary to designate Estela Barrera and/or Angela Lunsford to act on behalf of the City Secretary in her absence by performing the duties of City Secretary.

Background Information: There may be instances when the appointed City Secretary is absent from her duties for various reasons; it is important that the duties of the City Secretary continue to be completed in her absence in order to carry on the business of the City of Frisco.

Board Review/Citizen Input:

Alternatives: Approve Resolution with changes.

Financial Considerations: N/A

Legal Review: Resolution drawn up by ARBJ.

Supporting Documents: Copy of Resolution attached

Staff Recommendation: Approve Resolution